



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-ZA

29 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy Memorandum # 44, Equal Employment Opportunity Complaints Management Procedure

1. Equal Employment Opportunity (EEO) counseling is an essential part of the federal system for processing and resolving employee, former employee and applicant concerns. Before a formal EEO complaint can be filed, the complainant must first present the matter to an EEO Counselor for inquiry within 45 calendar days from the date of the matter, or if a personnel action within 45 calendar days of its effective date or the date the aggrieved person became aware of the discriminatory event or personnel action.
2. Individuals with EEO concerns should contact the USAG Heidelberg Equal Employment Officer at DSN: 373-5494; CIV: 06221-17-5494 or stop by building 128 on Patton Barracks, 2nd floor. You will be referred to an EEO Counselor for pre-complaint counseling if you believe you are being discriminated against.
3. The Equal Employment Opportunity (EEO) Complaints Management Procedure should not be confused with the complaints procedure described in AR 600-20, Equal Opportunity (EO). Only an appropriated fund or non-appropriated fund civilian employee or applicant for employment may file an EEO complaint. Any member of the military community, Soldier, or family member may file a complaint with their chain of command under AR 600-20.
4. A copy of this memorandum will be placed on the website and official bulletin boards.

/s/
WILLIE E. GADDIS
Colonel, AV
Commanding

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